

NATIONAL WATER DEVELOPMENT AGENCY
Ministry of Jal Shakti, Government of India
(Department of Water Resources, River Development & Ganga Rejuvenation)

Administration Section

F. No. NWDA/HQ/Admn/Misc./2020/7736-44

Dated: 7th December, 2022


CIRCULAR

Subject: Monitoring of Attendance of officers/staff of NWDA (HQ), New Delhi.

It has been observed that few officers/staff members of NWDA (HQ), New Delhi, are coming to the office late/ are leaving office early on regular basis and in some cases not marking their attendance in Aadhar Enabled Biometric Attendance System (AEBAS). This is viewed seriously by the Competent Authority and as per the CCS (conduct) rule, this is a grave misconduct which will attract disciplinary action and can be recorded in their APAR also. If this in-disciplinary attitude continuous, leave will be deducted from the account as per extent rules and disciplinary action will be initiated as deemed appropriate.

Accordingly, attendance of officers/staff of NWDA (HQ) will be regularly monitored by the respective unit head i.e. Director (Tech)/Director (Fin)/Director (Admn)/Director (MDU)/SE(N)/SE(S) and the AEBAS report of the officers/staff working under them along with action taken report in this regard shall be sent to CE(HQ), NWDA each month for further necessary action w.e.f. the month of November, 2022

This issues with the approval of Competent Authority
Hindi Version will follow.


7/12/22
(Rajesh Kumar)
Deputy Director (Admn.)

Copy to:

1. SPS to DG, NWDA, New Delhi.
2. PS to CE (HQ), NWDA, New Delhi.
3. Director (Tech./Admn./Finance/MDU), NWDA, New Delhi with a request to Circulate among the staff.
4. Superintending Engineer (North/South), NWDA, New Delhi with a request to Circulate among the staff.
5. Asstt. Director (OL) – for Hindi Translation
6. All Concerned Officers.